



**DEFENSE LOGISTICS AGENCY**  
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IN REPLY  
REFER TO

DSCP-HP (Rosita Carosella 215-737-8293)

26 July 2002

HEADQUARTERS NOTICE NO. HPF 02 (04)

**SUBJECT: Procurement Gateway Update and How to Access FY 2003 Produce BPAs**

**NOTICE TO OUR VALUED SUPPLIERS**

The DLA Procurement Gateway is being modified to permit DSCP produce vendors to electronically access their FY2003 Blanket Purchase Agreements (BPAs). Before attempting to locate your BPA, vendors are reminded to insure that their company's information on the Central Contractor Registration (<http://www.ccr.gov/>) is current and accurate.

Within the next 30 days, vendors who have successfully registered their user profiles can go to the Internet website: <http://progate.daps.mil/home/>; select the "BPA" icon under the Search menu; enter their assigned User ID and Password; and retrieve their individual BPA for the next Fiscal Year (1 October 2002 through 30 September 2003). Vendors should print each of the three files that appear under the BPA selection:

1. DD Form 1555 BPA Cover Page
2. BPA Template of Clauses
3. SF 129, Solicitation Mailing List Application

An authorized Company representative should review the provisions of the BPA, and:

1. Sign and date Block 16 of Page 1
2. Fill-in applicable information required by FAR Clause 52.212-3, Offeror Representations and Certifications – Commercial Items
3. Complete the SF 129 Form

A complete copy of the BPA package should be retained for your records and the original complete BPA package should be mailed to the cognizant Produce Buying Office (PBO)/Defense Subsistence Office (DSO) indicated in Block 7 of Page 1. If Block 7 is blank, mail originals to the issuing office address in Block 6 of Page 1. PBO/DSO addresses and toll-free phone numbers are listed on the DSCP website: <http://www.dscp.dla.mil/subs/produce/amerpocs.pdf>. In order for DSCP to continue to do business with your company in October 2002, it is critical that a signed completed BPA package is received by **25 September 2002**.

The future evolution of the Procurement Gateway should simplify the process by allowing each vendor to electronically sign their BPA on the Internet.

/SIGNED/

**P.J. CARR**  
Chief, Produce Business Unit  
Directorate of Subsistence

